



*Home of the Tualatin River National Wildlife Refuge*

**SHERWOOD CITY COUNCIL MEETING MINUTES**  
**Sherwood Police Facility-Community Room**  
**20495 SW Borchers Drive**  
**Sherwood, Or 97140**  
**November 17, 2014**

**WORK SESSION**

1. **CALL TO ORDER:** Mayor Bill Middleton called the meeting to order at 6:03 pm.
2. **COUNCIL PRESENT:** Mayor Bill Middleton, Council President Linda Henderson, Councilors Bill Butterfield and Matt Langer. Councilor Dave Grant arrived at 6:05 pm. Councilor Krisanna Clark was absent.
3. **STAFF PRESENT:** City Manager Joseph Gall, Administrative Assistant Colleen Resch, Mark Swanson System Administrator, and City Recorder Sylvia Murphy.

**4. TOPICS:**

**A. City Council Vacancy Interviews**

The Council interviewed Beth Cooke.

Council President Henderson asked if we had any other applicants to interview. The City Recorder replied not at this time.

Councilor Grant asked if the other individuals have withdrawn. The City Recorder replied they have not withdrawn, they have not responded to their availability to attend the posted council meetings.

Councilor Grant asked the City Recorder to explain the process moving forward. Ms. Murphy stated at this point if the Council chooses not to conduct any other interviews and have concluded the interview process, the next step would be to have a ballot voting process. She stated this must occur in an open Council meeting. She stated the ballot will list the names of the applicants, but not necessarily those that participated in the interviews. She said the code language indicates "the applicants". She explained for the applicant to appear on the ballot and proceed to a vote, the applicant must receive a nomination and a second, if the applicant does not receive a nomination and a second this eliminates the applicant from appearing on the ballot. She stated the council will then vote and the applicant that receives the majority of the Council votes will be the selected applicant to fill the seat vacated by Councilor Folsom. She said the Council can choice to swear in the applicant at that time or at a future date.

Mayor Middleton asked if a resolution would be drafted. Ms. Murphy replied the Council can have a resolution but it was not necessary and she was working with the City Attorney to prepare a statement for the Mayor to read and formally appoint the applicant to the position.

Councilor Langer asked where on the agenda would this business appear. Ms. Murphy replied it could be under New Business and it was not a public hearing.

City Manager Gall confirmed the recorded interviews were available on the City website.

**5. ADJOURN**

Mayor Middleton adjourned the work session at 6:33 pm.

Submitted by:

  
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Sylvia Murphy, MMC, City Recorder

  
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Bill Middleton, Mayor